

FUNCTIONS

FORMS
Mgmt
CORRESP.
Mgmt
REPORTS
Mgmt

1. Recruitment
2. Appointment
 - a. Transfer from other agency
 - b. Direct
 - c. Excepted appointment
 - d. Detail
 - e. Consultants & experts
3. Reassignment (Hdg.)
 - a. Transfers
 - b. Career designations
 - c. Details
4. Promotions
 - a. Grade
 - b. Within grade
5. Demotions
6. Suspensions
7. Redssignment (to field)
8. Separation
 - a. Resignation
 - b. Transfer to othe agency
 - c. Firings
 - d. Retirement
9. Return to duty
10. Grievances & complaints
11. Fitness reporting
12. Pay administration
13. Incentive, honor, & longevity awards.
14. Time and attendance
15. Leave administration
16. Military deferment
17. Insurance & hospitalization
18. Claims (damages, injury, disability, etc)
19. Employee Services
20. Personnel Records & Reports

INSTRUCTIONS	OFFICES	Approved For Release : CIA-RDP70-00211R000100130003-2	OFFICE OF PERSONNEL
MAIL PROCESSING	OFFICE MAIL EQUIPMENT		
RECORDS	SYSTEMS		
FORMS	MGMT		
CORRESP	REPORTS		
MGMT	MGMT		
INSTRUCTIONS	MAIL PROCESSING		
OFFICE MAIL EQUIPMENT	RECORDS		
SYSTEMS	MACHINE RECORDS		
	VITAL MATERIAL DISPOS.		

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